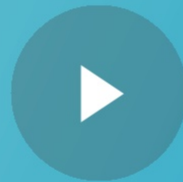






FACILITY RESERVATION





EDU WALKTHROUGH





RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH






RECTRAC | 



RECTRAC | 



Favorites 

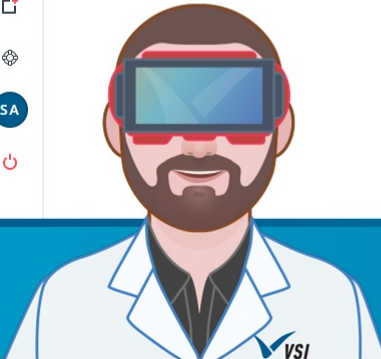
 Global Sales

The RecTrac Lab  


The RecTrac Lab is a series of multi-media microlearning courses designed to quickly introduce new and advanced users to the capabilities of RecTrac. The Lab puts the power of an industry-leading learning management system into your hands. Open the RecTrac Support menu to check it out now!

[Learn More](#)





Are you ready to make a facility reservation?
Click on Global Sales to start!



RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

Home

Global Sales Lookup

Help

Global Sales Lookup

Lookup Search

Options Templates (1) Refresh

Family Member Datagrid

1 to 16 of 48 (Filtered from 48)

Last Name	First Name	Status	Birthday	HH Address 1	HH Email Address	HH ID	Category
<input type="text"/>	<input type="text"/>	(1) Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(0) Selected
Ackbar	Admiral	Active	01/01/1965	1 Cruiser Way	aackbar@moncala.org	14	Resident
Ackbar	Little	Active	09/01/2015	1 Cruiser Way	aackbar@moncala.org	14	Resident
Amidala	Padmé	Active	05/19/1999	Naboo	padme@galacticrepublic.gov	7	Resident
Antilles	Wedge	Active	05/25/1977	X-Wing Starfighter	wedge@roguesquad.org	38	Resident
C-3PO	Mr	Active	05/25/1977	Tatooine	threepio@droid.com	39	Resident
Calrissian	Lando	Active	05/21/1980	Cloud City	lando@millenniumfalcon.org	8	Resident
Chewbacca	Mr	Active	05/25/1977	Millennium Falcon	chewie@millenniumfalcon.com	16	Resident
CUSTOMER	YOUR	Active		Your Customer's Address	customer@reccenter.org	10	Resident
Fett	Boba	Active	05/25/1977	Kamino	bobafett@mandalorian.com	23	Resident
Greedo	Mr	Active	05/25/1977	Tatooine	greedo@bountyhunter.edu	35	Resident
Hutt	Jabba The	Active	05/25/1977	Tatooine	jabba@thehutt.org	9	Resident
Kenobi	Obi Wan	Active	05/25/1977	Tatooine	obiwan@jediknights.com	18	Resident
Mothma	Mon	Active	05/25/1983	The Senate	mothma@galacticsenate.gov	40	Resident
Nunb	Nien	Active	05/25/1983	Sullust	nnunb@sullust.com	6	Resident
Organa	Leia	Active	05/25/1977	Alderaan	leia@rebelalliance.org	27	Resident
R2-D2	Mr	Active	05/25/1977	Tatooine	threepio@droid.com	39	Resident

Add Change Household More

Skip Select

Now that you've found YOUR CUSTOMER's household, double click on their line or press the Select button.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

✕
RECTRAC | ✓

Global Sales for CUSTOMER (10)

Global Sales for CUSTOMER (10)

Global Sales
⌵ ⌶

Activity
Facility
Standard Pass
Punch Pass
POS Service
POS Inventory
POS Ticket
Rental Item
Current Rental
Locker
Current Locker
Trip
Touch
Visit
Purchase

Options
Templates
(0)
Refresh

Activity Sections
1 to 14 of 27

Activity Code	Section	Short Description	Type	SubType	Category	Begin Date	End Date	
224103	01	Fall Colors Arts & Crafts	Youth Sports		Youth	11/01/2019	11/29/2020	
224103	02	Fall Colors Arts & Crafts	Youth Sports		Youth	10/01/2019	10/31/2020	
224104	01	Quidditch	Athletics		All Ages	10/01/2019	10/31/2020	
224104	02	Pumpkin Carving & Decorating	Athletics		All Ages	10/01/2019	10/31/2020	
224105	01	Pilates	Athletics		All Ages	10/01/2019	10/31/2020	
224105	02	Pilates Pavilion Party	Athletics		All Ages	10/01/2019	10/31/2020	
224108	1	Beginner Guitar Lessons	Music		All Ages	01/01/2020	01/31/2020	
234101	01	Fitness Orientation	Athletics		Youth	01/01/2020	01/31/2020	
262101	01	Science Camp A	Science		All Ages	01/15/2020	01/28/2020	
262101	02	Science Camp B	Science		All Ages	10/01/2020	10/31/2020	
264111	01	Minecraft	Youth Sports		All Ages	09/18/2020	10/16/2020	
264112	01	Lego Mania	Youth Sports		All Ages	10/23/2019	11/20/2020	
265101	01	Beginners Tae Kwon Do-Karate	Martial Arts	Tae Kwon Do	All Ages	10/22/2019	10/31/2020	
265101	02	Advanced Tae Kwon Do-Karate	Martial Arts	Tae Kwon Do	All Ages	10/20/2019	10/31/2020	

Add To Cart

Family Member Selection
⌵ ⌶

Order	First Name	Last Name	Birthday	Age	Gen...	Grade	Status
1	YOUR	CUSTOMER		0 yrs 0 mos		0.00	Active

HH Lookup
Household Options

Shopping Cart
⌵ ⌶

Description	First Name	Total Amount	Previous Paid	Total Due
No records were found.				

Total Amount \$ 0.00
Previous Paid \$ 0.00
Total Due \$ 0.00

Remove
Cart Options

\$0.00 Payment

Our Global Sales screen defaults to the Activity module, but YOUR CUSTOMER wants to reserve a facility. Click on the Facility tab at the top of the screen.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

Global Sales for CUSTOMER (10)

Global Sales

Activity Facility Standard Pass Punch Pass POS Service POS Inventory POS Ticket Rental Item Current Rental Locker Current Locker Trip Touch Visit Purc

Options Templates (0) Refresh

Facilities 12 to 18 of 32

Fac Class	Fac Location	Fac Code	Fac Short Description	Fac Long Description	Type	Subtype
<input type="checkbox"/>	Room	CCNTR	Multipurpose ...	Multipurpose Room A	Cambria Room	
<input type="checkbox"/>	Room	CCNTR	Multipurpose ...	Multipurpose Room B	Cambria Room	
<input type="checkbox"/>	Room	CCNTR	Room 201	Room 201	Room 201	
<input type="checkbox"/>	Room	CCNTR	Room 202	Room 202	Room 202	Classroom
<input type="checkbox"/>	Room	CCNTR	Room 203	Room 203	Room 203	
<input type="checkbox"/>	Room	CCNTR	Room 203-204	Room 203-204	Room 203-204	

Begin Date 02/12/2020

End Date 02/12/2020

Pattern Option None

Status Firm

Begin Time 10:00 am

End Time 10:00 am

Head Count 0

Set Up Minutes 0

Clean Up Minutes 0

Waivers (0) Selected

Add To Cart

Family Member Selection

Order	First Name	Last Name	Birthday	Age	Gen...	Grade	Status
1	YOUR	CUSTOMER		0 yrs 0 mos		0.00	Active

HH Lookup Household Options

Shopping Cart

Description	First Name	Total Amount	Previous Paid	Total Due
No records were found.				
		Total Amount \$ 0.00	Previous Paid \$ 0.00	Total Due \$ 0.00

Remove Cart Options \$0.00 Payment

YOUR CUSTOMER would like to reserve Multipurpose Room A. To start the reservation process, select it from the Facilities DataGrid.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

SA

Global Sales for CUSTOMER (10)

Global Sales

Activity Facility Standard Pass Punch Pass POS Service POS Inventory POS Ticket Rental Item Current Rental Locker Current Locker Trip Touch Visit Purcl

Options Templates (1) Refresh

Facilities 12 to 18 of 32

Fac Class	Fac Location	Fac Code	Fac Short Description	Fac Long Description	Type	Subtype
<input checked="" type="checkbox"/>	Room	CCNTR	Multipurpose ...	Multipurpose Room A	Cambria Room	
<input type="checkbox"/>	Room	CCNTR	Multipurpose ...	Multipurpose Room B	Cambria Room	
<input type="checkbox"/>	Room	CCNTR	Room 201	Room 201	Room 201	
<input type="checkbox"/>	Room	CCNTR	Room 202	Room 202	Room 202	Classroom
<input type="checkbox"/>	Room	CCNTR	Room 203	Room 203	Room 203	
<input type="checkbox"/>	Room	CCNTR	Room 203-204	Room 203-204	Room 203-204	

Begin Date 02/12/2020

End Date 02/12/2020

Pattern Option None

Status Firm

Begin Time 12:00 am

End Time 12:00 am

Head Count

Set Up Minutes

Clean Up Minutes

Waivers (1) Rules and Regs

Add To Cart

Family Member Selection

Order	First Name	Last Name	Birthday	Age	Gen...	Grade	Status
1	YOUR	CUSTOMER		0 yrs 0 mos		0.00	Active

HH Lookup Household Options

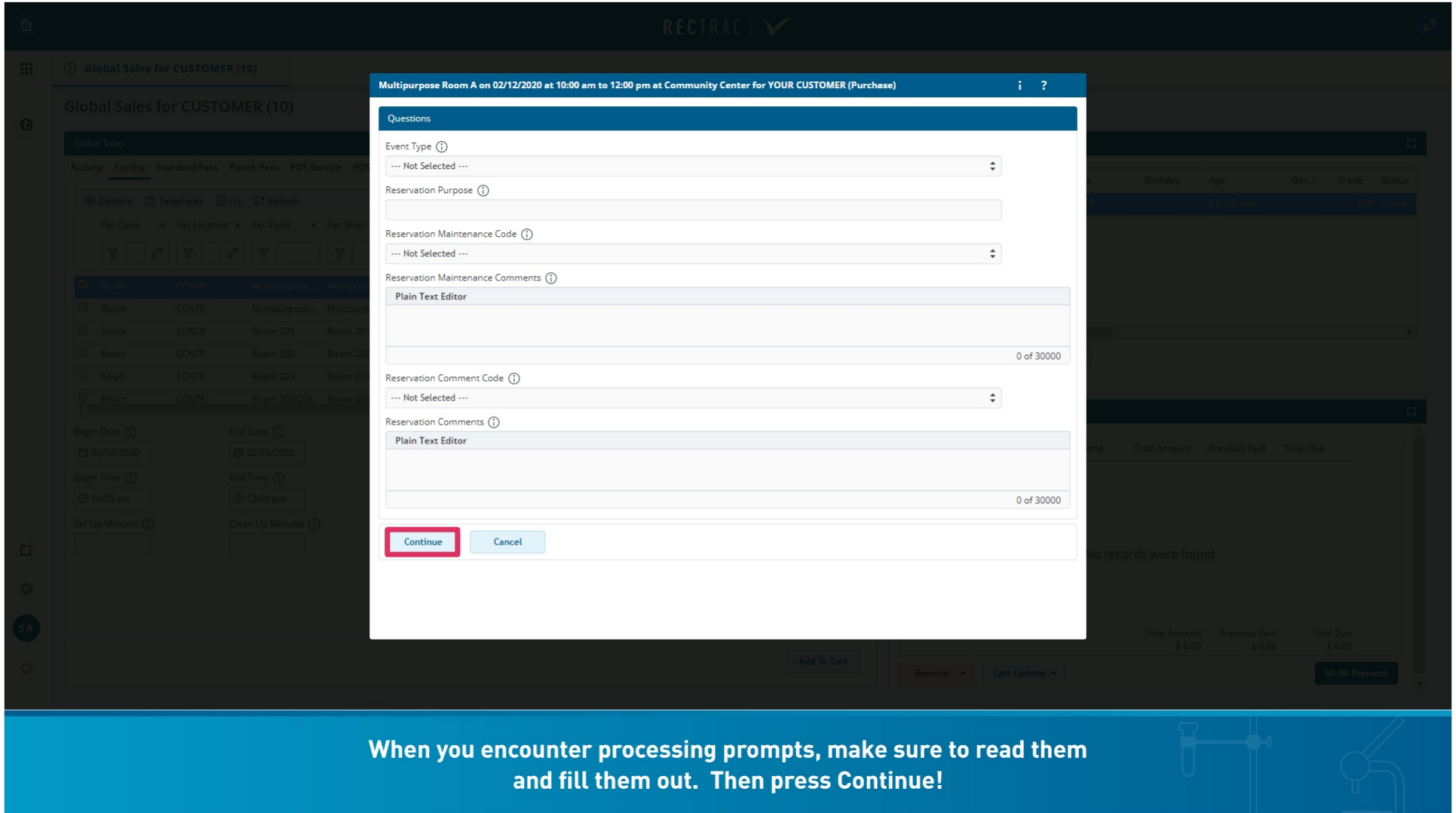
Shopping Cart

Description	First Name	Total Amount	Previous Paid	Total Due
No records were found.				
		Total Amount \$ 0.00	Previous Paid \$ 0.00	Total Due \$ 0.00

Remove Cart Options \$0.00 Payment

When you make a reservation, be sure to select important details like the date and time. To continue, double click on Multipurpose Room A or press Add To Cart.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH



The screenshot displays the RECTRAC facility reservation interface. A modal window titled "Multipurpose Room A on 02/12/2020 at 10:00 am to 12:00 pm at Community Center for YOUR CUSTOMER (Purchase)" is open. The modal contains the following fields:

- Questions** (Section Header)
- Event Type**: Dropdown menu showing "Not Selected".
- Reservation Purpose**: Text input field.
- Reservation Maintenance Code**: Dropdown menu showing "Not Selected".
- Reservation Maintenance Comments**: Plain Text Editor (0 of 30000).
- Reservation Comment Code**: Dropdown menu showing "Not Selected".
- Reservation Comments**: Plain Text Editor (0 of 30000).

At the bottom of the modal are two buttons: "Continue" (highlighted with a red border) and "Cancel".

The background interface shows a sidebar with navigation options (Global Sales, Activity, Facility, Standard Pass, Punch Pass, POS Service, POS) and a main area with a table of room reservations. The table has columns for Room, CCNTR, Multipurpose, and Multipurpose. The bottom of the screen features a blue banner with the text: "When you encounter processing prompts, make sure to read them and fill them out. Then press Continue!"

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

SA

5A

Global Sales for CUSTOMER (10)

Global Sales for CUSTOMER (10)

Global Sales

Activity Facility Standard Pass Punch Pass POS Service POS Inventory POS Ticket Rental Item Current Rental Locker Current Locker Trip Touch Visit Purc

Options Templates (0) Refresh

Facilities 12 to 18 of 32

Fac Class	Fac Location	Fac Code	Fac Short Description	Fac Long Description	Type	Subtype
Room	CCNTR	Multipurpose ...	Multipurpose Room A	Cambria Room		
Room	CCNTR	Multipurpose ...	Multipurpose Room B	Cambria Room		
Room	CCNTR	Room 201	Room 201	Room 201		
Room	CCNTR	Room 202	Room 202	Room 202	Classroom	
Room	CCNTR	Room 203	Room 203	Room 203		
Room	CCNTR	Room 203-204	Room 203-204	Room 203-204		

Begin Date 02/12/2020

End Date 02/12/2020

Pattern Option None

Status Firm

Begin Time 10:00 am

End Time 10:00 am

Head Count 0

Set Up Minutes 0

Clean Up Minutes 0

Waivers (0) Selected

Add To Cart

Family Member Selection

Order	First Name	Last Name	Birthday	Age	Gen...	Grade	Status
1	YOUR	CUSTOMER		0 yrs 0 mos		0.00	Active

HH Lookup Household Options

Shopping Cart

Description	First Name	Total Amount	Previous Paid	Total Due
Multipurpose Room A on 0...	YOUR	\$ 240.00	\$ 0.00	\$ 240.00

Total Amount \$ 240.00

Previous Paid \$ 0.00

Total Due \$ 240.00

Remove Cart Options \$240.00 Payment

Multipurpose Room A has been added to YOUR CUSTOMER's Shopping Cart.

Click on \$240.00 Payment to check out.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

Home

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Help

Global Sales Payment for CUSTOMER

Global Sales Payment for CUSTOMER

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Name Lookup

Total Due ⓘ
\$ 240.00

Total Paid ⓘ
\$ 240.00

Pay Code ⓘ
02 - Cash

Payment Reference 1

Payment Reference 2

Add Payment

Options Templates (0) Refresh Payments 1 to 0 of 0

Pay Code	Description	Amount	Type	Payment Reference 1	Pay
No records were found.					

Use/Refund Credit ▼ Add Credit Delete Line Item

Settings

Payment User Name ⓘ
ZZZ

Payment Cash Drawer ⓘ
1

Payment Date ⓘ
02/12/2020

☒ Preview Receipt ⓘ

☐ Print Receipt ⓘ

☐ Email Receipt ⓘ

Printer ⓘ

Email Address(es) ⓘ
(1) customer@reccenter.org

Receipt Options

Add Credit/Refund Apply - Restrictions

Shopping Cart

Options Templates (0) Refresh 1 to 1 of 1

	Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...	Deposit Paid	New Depos...	Total Due	Minimum D...
	Multipurpose Room A on 0...	YOUR	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	\$ 0.00

Process

This is the Payment screen. Click on the Pay Code drop down menu to choose YOUR CUSTOMER's payment method.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

Global Sales Payment for CUSTOMER

<< Back

Name Lookup

Total Due ⓘ
\$ 240.00

Total Paid ⓘ
\$ 240.00

Pay Code ⓘ
02 - Cash
01 - Check
02 - Cash
03 - Credit Card
07 - Journal Payment
Gift Certificate - Gift Certificate
Scholarship - Scholarship
Add Payment

Options Templates (0) Refresh Payments 1 to 0 of 0

Pay Code	Description	Amount	Type	Payment Reference 1	Pay
No records were found.					

Use/Refund Credit

Add Credit

Delete Line Item

Settings

Payment User Name ⓘ
ZZZ

Payment Cash Drawer ⓘ
1

Payment Date ⓘ
02/12/2020

☒ Preview Receipt ⓘ

☐ Print Receipt ⓘ

☐ Email Receipt ⓘ

Printer ⓘ

Email Address(es) ⓘ
(1) customer@reccenter.org

Receipt Options

Add Credit/Refund Apply - Restrictions

Shopping Cart

Options Templates (0) Refresh 1 to 1 of 1

Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...	Deposit Paid	New Depos...	Total Due	Minimum D...
Multipurpose Room A on 0...	YOUR	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	\$ 0.00

Process

YOUR CUSTOMER wants to pay by card.
Choose Credit Card from the list of pay codes.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

Home

Global Sales Payment for CUSTOMER

SA

Power

Global Sales Payment for CUSTOMER

<< Back

Name Lookup

Total Due ⓘ
\$ 240.00

Total Paid ⓘ
\$ 240.00

Pay Code ⓘ
03 - Credit Card

Payment Reference 1

Payment Reference 2

Add Payment

Options Templates (0) Refresh Payments 1 to 0 of 0

Pay Code	Description	Amount	Type	Payment Reference 1	Pay
No records were found.					

Use/Refund Credit

Add Credit

Delete Line Item

Settings

Payment User Name ⓘ
ZZZ

Payment Cash Drawer ⓘ
1

Payment Date ⓘ
02/12/2020

☒ Preview Receipt ⓘ

☐ Print Receipt ⓘ

☐ Email Receipt ⓘ

Printer ⓘ

Email Address(es) ⓘ
(1) customer@reccenter.org

Receipt Options

Add Credit/Refund Apply - Restrictions

Shopping Cart

Options Templates (0) Refresh 1 to 1 of 1

Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...	Deposit Paid	New Depos...	Total Due	Minimum D...
Multipurpose Room A on 0...	YOUR	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	\$ 0.00

Process

You can choose to print or email YOUR CUSTOMER's receipt under Settings. For this transaction, select Email Receipt.

RECTRAC LAB CHAPTER 7: FACILITY RESERVATION WALKTHROUGH

Home

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Global Sales Payment for CUSTOMER

Global Sales Payment for CUSTOMER

<< Back

Name Lookup

Total Due ⓘ
\$ 240.00

Total Paid ⓘ
\$ 240.00

Pay Code ⓘ
03 - Credit Card

Payment Reference 1

Payment Reference 2

Add Payment

Options Templates (0) Refresh Payments 1 to 0 of 0

Pay Code	Description	Amount	Type	Payment Reference 1	Pay
No records were found.					

Use/Refund Credit

Add Credit

Delete Line Item

Settings

Payment User Name ⓘ
ZZZ

Payment Cash Drawer ⓘ
1

Payment Date ⓘ
02/12/2020

☒ Preview Receipt ⓘ

☐ Print Receipt ⓘ

☒ Email Receipt ⓘ

Printer ⓘ

Email Address(es) ⓘ
(1) customer@reccenter.org

Receipt Options

Add Credit/Refund Apply - Restrictions

Shopping Cart

Options Templates (0) Refresh 1 to 1 of 1

Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...	Deposit Paid	New Depos...	Total Due	Minimum D...
Multipurpose Room A on 0...	YOUR	\$ 240.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 240.00	\$ 0.00

Process

After you review the checkout options with YOUR CUSTOMER, click Process to finalize the sale!